

Subject:                      Key Control

Effective Date:

Approved By: \_\_\_\_\_

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**Scope:**

The following guidelines pertain to obtaining keys to office doors and furniture for the SFA office in UCP3.

**Guidelines:**

**Key Issue for Utility areas and conference rooms:**

1. Master keys have not been issued to SFA. Each door is individually keyed. Keys for these doors must be requested from the Lessor.
2. Call 708-HELP and request assistance from the building engineer for assistance. Provide 708-help with the location and key number.
3. Furniture key numbers are located and stamped on the exposed side of the lock.
4. Door locks are numbered as to room number and function. Room number may best identify them.

**Key Issue Office Doors and Furniture Keys:**

Keys for each office and furniture have been issued to occupants during the move in phase

Furniture keys: In most instances, two furniture keys were originally issued to each original office and cube occupant.

Door Key: In most instances, a single office door key was issued and one key was retained in SFA Administration as backup.

To obtain a new or replacement key:

1. Complete a key control form and submit it to SFA Administration. If a spare key is on file, SFA Administration will issue the approved requester a key. If only one key is available, SFA Administration will have a duplicate keys made by an approved locksmith.
  2. In the event of a lost or broken key, allow several days for replacement to be obtained and issued.
  3. To open a locked door or furniture cabinet when the key is missing or broken call 707-help for assistance..
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**Key Control on Relocation or Termination:**

1. Upon relocation or termination of an employee who has been issued a door or furniture key, the SFA Human Resources Department (HR) shall collect the key.
2. Upon relocation or termination of a contractor who has been issued a door or furniture, key the SFA the responsible managers or supervisor shall collect the key and turn it into Human Resources Department (HR).
3. If the supervisor collects the keys, they shall be turned into HR concurrent with out-processing procedures.
4. HR shall note the key control form and return the key(s) to SFA Administration with the copy of the key control form. The original form containing the employee or contractors receipt signature will be retained in the employee/contractor's file. HR will return a copy of the form(s) along with the key(s) to Administration.
5. Administration shall return the key to stock and the form to the appropriate files.

**Reporting and replacement for a Lost or Stolen Key:**

1. The person who lost the key must immediately report the lost or stolen key to security, and call 708-help for replacement of the lock and key involved.
2. The department where the loss occurred may be responsible for the cost of replacement.
3. The employee shall complete a key request form to be issued a new key.

**Requesting Repair of a Broken lock or key.**

Occasionally a lock jams and must be replaced.

1. The correct procedure to repair a broken lock is to call 708-help.
2. The correct procedure to follow if a key jams in a lock is to break off the key and call 708-help.

U.S. Department of Education  
Student Financial Assistance  
Union Center Plaza III

KEY CONTROL FORM

☐ Door Key      ☐ Furniture Key      ☐ Employee      ☐ Contractor      ☐ Other

For Office Use Only

Office or Desk Key No.:	Date Issued:	Issued By:	✓	Yes	NO
			New Issue		
* Explain Reason For Replacement:			Replacement*		

ALL INFORMATION MUST BE COMPLETED OR KEY WILL NOT BE ISSUED			(Please Print or Type Only)
1. Name (Last, First, M.I.):	2. Social Security Number:	3. UCP3 Location No.:	
4. Position Title:			
5 Building Address: Street, City, State, Zip (in UCP3) or Other Location:			
6. Agency / Vendor (SFA, ED, GSA, Company Name):	7. Symbol:	8. Location No.:	9. Office Telephone: (    )
10. Justification:			
<b>Security Area and/or Master Key Approval</b>			
Supervisor's Signature & Date			
Area Manager's Signature & Date			
Security Managers Signature & Date			

Record of Receipt and Acknowledgment:

I acknowledge that the door and/or furniture key are government property. I understand that I am responsible for the safekeeping of the key issued to me and that I must report any misuse or lose of the key immediately to my supervisor and to the security department.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Key Returned

The key numbered above has been returned to:		<input type="checkbox"/> Relocation: <input type="checkbox"/> Upon Departure
Receipt:	Signed	Date
Human Resource:		
Security Representative:		

**Instructions:**

1. Requester will fill out this form and give it to the security department. (A contractor's supervisor is the SFA manager or supervisor responsible for the task)
2. The Area manager and Security Director's approval is required for each security area.
3. Key will be issued by security. Requester will sign for receipt of the Key and a copy of this form will be sent to the Requestor's HR file.
4. When departing the organization or an internal move occurs, the key will be turned in to HR. HR will sign the receipt section of the form and give a copy to the Requestor returning the key and original form to security.

# KEY REGISTRY PLAN

## MASTER KEY SYSTEM

### KEY REGISTRY For MASTER KEY A SYSTEM

## SUB-MASTER SYSTEM A, B, C & D

**CONTENTS**

- **Key Control System Chart**
- **Key List by Organization**
- **Dock Number**





DRAFT

DEPARTMENT OF EDUCATION  
STUDENT FINANCIAL ASSISTANCE  
Security Management Guidelines  
Section:                      Number:

Subject:                      Key Control

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## SFA UCP DOOR LOCK AND KEY PLAN

Organization		Type	M Series	SM Series	SSM Series	Number of Locations	Lock/key Number	Floor Number	Location Mail Stop Number
AA									
COO		Offices	A	SM AA	SSM AA1	86	SSM		
COO		Office	A	SM AA	SSM AA1	9	SSSM AAA 1	11	
COO		Office	A	SM AA	SSM AA1	1	SSSM AAA1 01	11	
COO		Office	A	SM AA	SSM AA1	1	SSSM AAA1 02	11	
COO		Office	A	SM AA	SSM AA1	1	SSSM AAA1 03	11	
COO		Office	A	SM AA	SSM AA1	1	SSSM AAA1 04	11	
COO		Office	A	SM AA	SSM AA1	1	SSSM AAA1 05	11	
COO		Office	A	SM AA	SSM AA1	1	SSSM AAA1 06	11	
COO		Office	A	SM AA	SSM AA1	1	SSSM AAA1 07	11	
COO		Office	A	SM AA	SSM AA1	1	SSSM AAA1 08	11	
COO		Office	A	SM AA	SSM AA1	1	SSSM AAA1 09	11	
COO		Conference room	A	SM AA	SSM AA1	1	SSSM AAA1 10	11	
Acquisitions & Contract Perf						1	SSSM AAB		
Acquisitions & Contract Perf			A	SM AA	SSM AA2	1	SSSM AAA2 01	X	
Ombudsman			A	SM AA	SSM AA3	2			

Ombudsman		Office	A	SM AA	SSM AA3	1	SSSM AAA3 01	4	
Ombudsman		Office	A	SM AA	SSM AA3	1	SSSM AAA3 02	4	
<b>Communications</b>						0			
<b>CFO</b>		Office SSSM AAC	A	SM AA	SSM AAB	11	SSSM AAB		
CFO		Office	A	SM AA	SSM AAB	1	SSSM AAB 01	4	
CFO		Office	A	SM AA	SSM AAB	1	SSSM AAB 02	4	
CFO		Office	A	SM AA	SSM AAB	1	SSSM AAB 03	5	
CFO		Office	A	SM AA	SSM AAB	1	SSSM AAB 04	5	
CFO		Office	A	SM AA	SSM AAB	1	SSSM AAB 05	5	
CFO		Office	A	SM AA	SSM AAB	1	SSSM AAB 06	5	
CFO		Office	A	SM AA	SSM AAB	1	SSSM AAB 07	5	
CFO		Office	A	SM AA	SSM AAB	1	SSSM AAB 08	5	
CFO		Office	A	SM AA	SSM AAB	1	SSSM AAB 09	5	
CFO		Office	A	SM AA	SSM AAB	1	SSSM AAB 10	5	
CFO		Office	A	SM AA	SSM AAB	1	SSSM AAB 11	5	
<b>CIO</b>			A	SM AA	SSM AA	16	SSSM AAC01		
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 01	10	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 02	10	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 03	10	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 04	10	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 05	10	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 06	10	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 07	10	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 08	10	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 09	10	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 10	10	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 11	10	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 12	10	
CIO		Room	A	SM AA	SSM AA	1	SSSM AAC 13	9	
CIO		Office	A	SM AA	SSM AA	1	SSSM AAC 14	9	
CIO		Room	A	SM AA	SSM AA	1	SSSM AAC 15	9	



CIO		Room	A	SM AA	SSM AA	1	SSSM AAC 16	8	
CIO		Room				9	SSSM AAC 17		
<b>Students</b>			A	SM AA	SSM AAE	7	SSSM AAE1		
GM For Students		Office	A	SM AA	SSM AAE	1	SSSM AAE1 01	3	
GM For Students		Office	A	SM AA	SSM AAE	1	SSSM AAE1 02	3	
GM For Students		Office	A	SM AA	SSM AAE	1	SSSM AAE1 03	3	
Students Aid Awareness		Office	A	SM AA	SSM AAE	1	SSSM AAE1 04	3	
Student Cust Svs		Office	A	SM AA	SSM AAE	1	SSSM AAE1 05	3	
Student Applications		Office	A	SM AA	SSM AAE	1	SSSM AAE1 06	3	
Student Admin Svs		Office	A	SM AA	SSM AAE	1	SSSM AAE1 07	3	
<b>Financial Partners</b>			A	SM AA	SSM AAF	2			
Financial Partners		Office	A	SM AA	SSM AAF	1	SSSM AAF 01	4	
Financial Partners		Office	A	SM AA	SSM AAF	1	SSSM AAF 02	5	
<b>Schools</b>		Office SS+D82SM AAG	A	SM AA	SSM AAG	17	SSSM AAG1	9	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 01	9	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 02	9	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 03	9	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 05	9	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 06	9	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 07	8	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 08	8	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 09	8	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 10	8	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 11	8	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 12	8	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 13	8	
Schools		Appeals	A	SM AA	SSM AAG	2	SSSM AAG1 14	8	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 15	7	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 16	7	

Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG1 17	7	
Schools						9	SSSM AAG2		
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG2 01	6	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG2 02	6	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG2 03	6	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG2 04	6	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG2 05	6	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG2 06	6	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG2 07	6	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG2 08	6	
Schools		Office	A	SM AA	SSM AAG	1	SSSM AAG2 09	6	
Schools Collections						5	SSSM AAG3		
Schools Collections		Office	A	SM AA	SSM AAG	1	SSSM AAG3 01		
Schools Collections		Office	A	SM AA	SSM AAG	1	SSSM AAG3 02	4	
Schools Student Repayment		Office	A	SM AA	SSM AAG	1	SSSM AAG3 03	4	
Schools Student Repayment		Office	A	SM AA	SSM AAG	1	SSSM AAG3 05	4	
Schools Student Repayment		Office	A	SM AA	SSM AAG	1	SSSM AAG3 06	4	
Schools Student Consideration				SM AA	SSM AAG	1	SSSM AAG4		
Schools Student Consideration		Office	A	SM AA	SSM AAG	1	SSSM AAG4 01	4	
Human Resources			A	SM AA	SSM AAE	8	SSSM AAH1 01		
Human Resources		Office	A	SM AA	SSM AAE	1	SSSM AAH1 01	2	
Human Resources		Office	A	SM AA	SSM AAE	1	SSSM AAH1 02	2	
Human Resources		Office	A	SM AA	SSM AAE	1	SSSM AAH1 03	2	

[illegible]

Facility Mgr		Electrical SSM	A	SM ABB	SSM ABB	10	SSM ABB	ALL	
Facility Mgr		Electrical Rooms	A	SM ABB	SSM ABB	10	SSM ABB1 01	ALL	
SECURITY									
			A	SM AD	SSM ADA		SSSM ADA		
Security		ALL	A	SM AD	SSM ADA		SSSM ADA		
Security		Perimeter Doors	A	SM AD	SSM ADA		SSSM ADA 01		
Security		Board Room	A	SM AD	SSM ADA		SSSM ADA 02	11	
Security		Security Supervisor /Badge Off	A	SM AD	SSM ADA		SSSM ADA 03	1	
Security		Security Control Room	A	SM AD	SSM ADA		SSSM ADA 04	1	
Security		Shipping Dock Ovhd's	A	SM AD	SSM ADA		SSSM ADA 05	1	
Security		Shipping Dock Internal	A	SM AD	SSM ADA		SSSM ADA 06	1	
Security		Lobby Doors	A	SM AD	SSM ADA		SSSM ADA 07	1	
Security		Key locker	A	SM AD	SSM ADA		SSSM ADA 08	1	
Security		Weapons Storage	A	SM AD	SSM ADA		SSSM ADA 09	1	
Security		individual Keys	A	SM AD	SSM ADA		SSSM ADA 10	1	
Security		Corridor 2nd Floor	A	SM AD	SSM ADA		SSSM ADA 11	2	
Security		individual Keys	A	SM AD	SSM ADA		SSSM ADA 12		
Security		individual Keys	A	SM AD	SSM ADA		SSSM ADA 13		
Security		individual Keys	A	SM AD	SSM ADA		SSSM ADA 14		
Security		Security Systems Room	A	SM AD	SSM ADA	1	SSSM ADA 15	1	1210
Security		Double Doors	A	SM AD	SSM ADA	1	SSSM ADA 16	1	1200
Security		Mail Room	A	SM AD	SSM ADA	1	SSSM ADA 17	1	1212

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Facility Mgr		Conference Room 7	A	SM AB	SSMABC	1	SSSM ABC1 05	6	
Facility Mgr		Conference Room 6	A	SM AB	SSMABC	1	SSSM ABC1 06	5	
Facility Mgr		Conference Room 5	A	SM AB	SSMABC	1	SSSM ABC1 07	5	
Facility Mgr		Conference Room 4	A	SM AB	SSMABC	2	SSSM ABC1 08	4	
Facility Mgr		Conference Room 3	A	SM AB	SSMABC	3	SSSM ABC1 09	3	
Facility Mgr		Conference Room 2	A	SM AB	SSMABC	2	SSSM ABC1 10	2	
Facility Mgr		Conference Room 1	A	SM AB	SSMABC	1	SSSM ABC1 11	1	
Facility Mgr		Conference & Team Rooms SSM	A	SM AB	SSMABC	23	SSSM ABC2	ALL	
Facility Mgr		Team Rooms	A	SM AB	SSMABC	1	SSSM ABC2 01	11	
Facility Mgr		Team Rooms	A	SM AB	SSMABC	3	SSSM ABC2 02	10	
Facility Mgr		Team Rooms	A	SM AB	SSMABC	2	SSSM ABC2 03	9	
Facility Mgr		Team Rooms	A	SM AB	SSMABC	3	SSSM ABC2 04	8	
Facility Mgr		Team Rooms	A	SM AB	SSMABC	4	SSSM ABC2 05	7	
Facility Mgr		Team Rooms	A	SM AB	SSMABC	2	SSSM ABC2 06	6	
Facility Mgr		Team Rooms	A	SM AB	SSMABC	2	SSSM ABC2 07	5	
Facility Mgr		Team Rooms	A	SM AB	SSMABC	1	SSSM ABC2 08	4	
Facility Mgr		Team Rooms	A	SM AB	SSMABC	3	SSSM ABC2 09	3	
Facility Mgr		Team Rooms	A	SM AB	SSMABC	2	SSSM ABC2 10	2	
Facility Mgr		Team Rooms	A	SM AB	SSMABC	?	SSSM ABC2 11	1	
		Storage	A	SM AB	SSM ABD1		SSSM ABD1	ALL	
Facility Mgr		Storage	A	SM AB	SSM ABD1	1	SSSM ABD1 01	11	
Facility Mgr		Storage	A	SM AB	SSM ABD1	1	SSSM ABD1 02	11	
Facility Mgr		Storage	A	SM AB	SSM ABD1	1	SSSM ABD1 03	11	
Facility Mgr		Storage	A	SM AB	SSM ABD1	1	SSSM ABD1 04	10	
Facility Mgr		Storage	A	SM AB	SSM ABD1	2	SSSM ABD1 05	10	

Facility Mgr		Storage	A	SM AB	SSM ABD1	1	SSSM ABD1 06	8	
Facility Mgr		Storage	A	SM AB	SSM ABD1	1	SSSM ABD1 07	8	
Facility Mgr		Storage	A	SM AB	SSM ABD1	2	SSSM ABD1 08	7	
Facility Mgr		File	A	SM AB	SSM ABD1	1	SSSM ABD1 09	11	
Facility Mgr		File	A	SM AB	SSM ABD1	1	SSSM ABD1 10	11	
Facility Mgr		File	A	SM AB	SSM ABD1	1	SSSM ABD1 11	10	
Facility Mgr		File	A	SM AB	SSM ABD1	1	SSSM ABD1 12	10	
Facility Mgr		File Room	A	SM AB	SSM ABD1	2	SSSM ABD1 13	7	
Facility Mgr		Storage	A	SM AB	SSM ABD1	1	SSSM ABD1 14	5	
Facility Mgr		Storage	A	SM AB	SSM ABD1	1	SSSM ABD1 15	5	
Facility Mgr		Storage	A	SM AB	SSM ABD1	1	SSSM ABD1 16	4	
Facility Mgr		Storage	A	SM AB	SSM ABD1	1	SSSM ABD1 17	4	
Facility Mgr		Storage	A	SM AB	SSM ABD1	1	SSSM ABD1 18	4	
Facility Mgr		Library	A	SM AB	SSM ABD2	1	SSSM ABD2 01	11	
Facility Mgr		Library	A	SM AB	SSM ABD2	1	SSSM ABD2 02	11	
Facility Mgr		Library	A	SM AB	SSM ABD2	1	SSSM ABD2 03	4	
Facility Mgr		Reference Room	A	SM AB	SSM ABD2	1	SSSM ABD2 04	?	

